

CalATERS-Global Expense Summary

REPORT INFORMATION

Name John Chiang
Expense Dates 10/01/13-10/02/13
Form ID TEA000245172
Approver Richard J Chivaro
Start Date/Time 10/01/13 / 0815
End Date/Time 10/02/13 / 1800
Trip Location SAC-SF-SAC-BUR
Purpose of Trip 10/1spk@CoveredCALaunch-SAC/SF,I
Authorization #/ Trip # /

REPORT TOTALS

Report Total 332.03 USD
Department Paid 208.79 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 123.24 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
10/01/13	Lodging	123.24	Cash	United States (US)	1.00		123.24
10/02/13	Airfare - Commercial	208.79	Department Paid	United States (US)	1.00		208.79

Expense Sub-Totals

Airfare - Commercial 208.79
 Lodging 123.24

Review Items - Exceptions and Questions

Text	Response	Policy
Approvers should verify lodging was obtained in a designated high cost count		46new